West Hertfordshire Hospitals NHS
NHS Trust

Workforce and Organisational Development Committee

Terms of Reference

Status:	Sub Committee of the Trust Board
Chair	Non Executive Director
Clerk	Executive Assistant to Director of Workforce
Frequency of Meetings	At least 5 per year
Quorum	A Quorum will be any three of the Executive and Non-Executive Directors including at least one Non-Executive and one Executive Director.

1. Constitution

1.1 The Board hereby resolves to establish a Committee of the Board to be known as the Workforce and Organisational Development Committee. The Committee is a Non Executive Committee and has no executive powers, other than those specifically delegated in these Terms of Reference. The Terms of Reference can only be amended with the approval of the Trust Board.

1.2 The Committee is authorised by the Board to investigate any activities within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee. The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experiences and expertise if it considers this necessary.

2. Purpose

2.1 The purpose of the Committee is provide the Board with assurance concerning all aspects of workforce and organisational development relating to the provision of care and services in support of getting the best clinical outcomes and experience for patients and staff.

2.2 To assure the Board through consultation with the Patient Safety and Quality Committee that the structures, systems and processes are in place and functioning to support the workforce in the provision and delivery of high quality, safe patient care.

2.3 To assure the Board that, where there are workforce or organisational development risks and issues that may jeopardise the Trust's ability to deliver its objectives, that these are being managed in a controlled way through the Trust Leadership Executive Committee.

3. Membership

3.1 The Committee will be appointed by the Board and its membership shall consist of

the following**:**

- Minimum of two Non-Executives Directors, one of whom should be the Chair.
- Chief Executive Officer
- Director of Workforce
- Chief Operating Officer
- Medical Director
- Director of Nursing
- Director of Infrastructure and Strategy
- Chair of Staff Side

Or their nominated deputy.

4. Frequency Of Attendance

4.1 Committee members will be required to attend a minimum of 60% of all meetings.

4.2 The following staff will attend as required:

- Head of Organisational Development
- Staff Side representative
- Deputy Director of Workforce
- Head of Training and Development
- Workforce Analyst
- Workforce Nursing Lead
- Others may be asked to attend meetings as required.

5. Accountability and Reporting arrangements

5.1 The Committee shall be directly accountable to the Trust Board.

5.2 The Chair of the Committee shall report to the Board after each meeting and draw to the attention of the Board any issue that requires disclosure to the full Board, or requires executive action.

5.3 The minutes of Workforce Committee meetings shall be formally recorded by a Secretary and submitted to the Board. The Committee will report to the Board annually on its work in support of the Human Resources agenda and Trust objectives, specifically commenting on its relation to the Assurance Framework appropriateness of the self-assessment against the Care Quality Commission Essential Standards and Monitor's Compliance Framework

6. Responsibilities

6.1 The Committee shall review all Human Resources, and organisational development activity to ensure adequate evaluation and monitoring within the Trust and to ensure local and national priorities are being addressed and that the Trust's ability to recruit, retain and develop its workforce is adequately supported.

6.2 The Committee shall monitor, review and approve Human Resources Policies and Procedures and ensure they are compliant with relevant employment legislation and best practice. The Committee may also virtually approve any policies which may require

urgent ratification sooner than the next meeting of the Committee.

6.3 The Committee shall maintain a risk register related to the remit of the Committee which will feed into the Corporate Risk Register of the organisation.

6.4 The Committee shall request and review reports and positive assurances from directors and managers on the overall arrangement for Human Resources, Workforce Planning and Learning Development.

6.5 In particular, the Committee will take reports on the following:

Education Governance Group
Workforce Risk Group
Joint Consultative Committee
Health and Wellbeing Group
Human Resources key performance indicators
Core objectives in Relation to HR and Workforce
Medical Education Board
Professional Standards Committee
Other Sub-groups as deemed necessary by the Committee

They may also request specific reports from individual's functions within the organisation as they may be appropriate to the overall arrangements.

7. Review and Monitoring.

7.1 The committee will undertake and evidence, an annual review of its performance against its annual work and training plans, in order to evaluate its effectiveness, the fulfilment of its functions in connection with the terms of reference and achievement of duties.

7.2 Terms of Reference will be reviewed bi-annually and approved by the Board.

7.3 The Committee will report to the Board on its work annually.

Approved by the Board	28 March 2013
For Review	March 2015